

South Carolina **Department of Insurance**

Division of Individual Licensing and Consumer Services
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FROM: David Black

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SUBJECT: Producer License Renewal and Continuing Education Compliance Requirements

DATE: April 21, 2011

On June 2, 2009, the Governor signed into law Act No. 69. This new law requires all licensed producers (except those producers with travel/baggage authority only) to renew their license and to complete continuing education (CE) requirements biennially by the end of their birth month. Please note that limited lines producers and other producers exempt from CE are not required to pay a CE fee or complete CE Courses. Please contact Prometric at (800) 490-6551 to find out if you have a CE requirement. Producers born in an odd numbered year must comply biennially by the end of their birth month every odd numbered year; producers born in April of an odd numbered year are required to comply by April 30 of every odd numbered year. Producers born in an even numbered year must comply by the end of their birth month every even numbered year.

The Department's licensing records reflect that you were born in August of an odd numbered year. Therefore, you must complete your continuing education requirements and renew your producer license by August 31, 2011.

Failure to comply with CE requirements and/or renew your license by the August 31, 2011 deadline will cause your producer license and any other licenses held to lapse. If your license lapses, you cannot conduct any business of insurance. If you have an agency or broker license, they will likewise lapse and remain lapsed until your producer license is reinstated.

Details regarding the renewal and CE requirements are as follows:

Resident CE and License renewal requirements for 2011:

- 1. Complete 12 hours of continuing education hours. Three of these hours must be in Ethics. The remaining nine hours may be taken in any line of authority. (Extensions will **not** be granted)
- 2. Pay a \$7.50 record keeping fee to the Continuing Education Administrator, Prometric. (This fee is not a producer license renewal fee. It is a separate fee)
- 3. Complete an online renewal application.
- 4. Pay a \$12.50 producer license renewal fee.

Nonresident CE and License renewal requirements for 2011:

- 1. Pay a \$7.50 record keeping fee to the Continuing Education Administrator, Prometric. (This fee is not a producer license renewal fee. It is a separate fee)
- 2. Complete an online producer license renewal application.
- 3. Pay a \$12.50 producer license renewal fee.

PRODUCER RENEWAL INSTRUCTIONS ARE AS FOLLOWS:

Producer Renewal: Two Options for renewal will be available:

Renewal notices will be mailed to producers 90 days before their birth month renewal deadline to the address on record with the South Carolina Department of Insurance. <u>Paper applications will not be accepted</u>. Renewal began on December 29, 2010 and ends on August 31, 2011. Each producer will have their own CE & renewal deadline based on their birth month and birth year.

RENEWAL OPTION 1:

Go ONLINE to renew on the Department's website which will be available from **December 29, 2010 to August 31, 2011.**

- 1. Go to the department's home page (www.doi.sc.gov).
- 2. Click on "Renew Individual License Demonstration" button to obtain a review of the online renewal process. Return to the home page and continue with the renewal process.
- 3. At the top of the home page, click on "SCDOI Online Services."
- 4. Under the General Public heading scroll down to "Renew/Reinstate Individual License(s) excludes Bondsmen Licenses."
- 5. On the "Individual License Renewal Application Terms and Instructions" page, scroll to the bottom of the page and click on the "I Agree" button.
- 6. Enter your license number, last four digits of your social security number and birth date information.
- 7. Choose the License you are renewing.
- 8. Follow the instructions on the screen.
- 9. If your address has changed, update it on the renewal.
- 10. Select payment option.
- 11. Once the renewal is completed, a confirmation page will be displayed. Please print and keep this page as your receipt.

Fees may be paid by electronic check, or by credit card. If paid by credit card, a \$1.22 processing fee will be added to the \$12.50 license renewal fee.

RENEWAL OPTION 2:

- 1. Go ONLINE to renew at: www.nipr.com. (NIPR will be available from December 29, 2010 to May 31, 2011.)
- 2. Follow NIPR's online instructions.
- 3. Individuals renewing through NIPR must pay a \$5 renewal transaction fee.
- 4. Once the online renewal is completed, NIPR will send an email confirming that the renewal has been accepted. Please keep NIPR's email as your receipt. Do not send verification to the Department.

TO CHECK THE STATUS OF YOUR RENEWAL, DO THE FOLLOWING:

- 1. Go to the Department's home page (www.doi.sc.gov)
- 2. On the left side of the screen, click on the "SC LICENSEE LOOK UP" button.
- 3. Click Search for individuals.
- 4. Key in your license number OR your last and first name.
- When the next screen displays, click on the individual's name.
- 6. Scroll down to license type and click. Your renewal status will be reflected on the next page.

If you have any questions, please contact the Office of Individual Licensing by email at agntmail@doi.sc.gov